**Organization Calendar Suggestions**

This handout lists the type of event planning details you may want to track in a central Google spreadsheet available to all members of your executive board, which can be reviewed by the board as needed. Your organization may not need all the columns, and you may need more, but we hope this provides a good place to start! This can be your one-stop shop for event planning and serve as a useful record for future boards.

### Basic Info
- **Date**
- **Day of Week (Monday…)**
- **Event Name**
- **Event Category (End of year report)**
- **Event Planner (Student in charge of planning)**

### Location
- **Location**
- **Time**
- **Confirmed? (Y/N)**

### Guest Speaker
- **Speaker Name**
- **Contact Info**
- **Contacted? (Y/N)**
- **Confirmed? (Y/N)**

### Funding Application
- **Funding Source(s)**
- **Written By**
- **Submission Date**
- **Approved Amount**
- **Reimbursement Status**
- **Submission Deadline**

### Advertising
- **Blurb for calendars/fb/newsletter, etc.**

### Food
- **Source**
- **Ordered By**
- **Picked Up By**
- **Paid for By**
- **Total Cost**

### Other Purchases/Supplies
- **Items**
- **Paid for By**
- **Total**

### Joint Events
- **With Who?**
- **Division of Tasks**
- **Event Total Cost**
- **Your Org’s Cost**

### Post Event Follow Up
- **Thank You Card Sent? (Y/N/NA)**
- **Sign in Sheets Filed? (Y/N)**
- **Internal Post Event Form Done? (Y/N)**
- **Funding Post Event Form Done? (Y/N)**